



**MINOR SUBDIVISION**

(Can be used for Land Splits)

**PROCESS GUIDE & APPLICATION**

**City of Buckeye  
Development Services Department**

530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6211

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[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

**APPLICATION PROCEDURES  
MINOR SUBDIVISION**

**Important Information:**

- A minor subdivision is a subdivision that creates ten or fewer lots, tracts, or parcels with or without dedications and easements, as defined in A.R.S. 9-463.U.
- A land split is the division of improved on unimproved land whose area is two and one-half acres or less into two or three tracts or parcels for the purpose of sale or lease, as defined in A.R.S. 9-463.

The following information is provided to assist in the preparation and submittal of an application for a minor subdivision or land split of property within the City of Buckeye.

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will NOT be accepted.
2. *Notice of Application (only required for minor subdivisions with Right-of-Way - ROW dedication)* – Within 15 days of the date of application, the applicant shall provide a written “Notice of Application” for properties within 300’ of the site boundaries. An “Affidavit of Mailing” shall then be provided to the assigned Planner certifying that a notice of application was mailed in accordance with the requirements of Section 8.8.6.F of the Development Code. Please note the Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.
3. *Staff Review* – Once a complete application is received and processed, the submitted information will be assigned to a Planner and routed by a Plans Coordinator to appropriate City staff and agencies for review/comment. After the 1st review (approx. 16 business days), the Plans Coordinator collects and consolidates the comments, which are then returned to the applicant. Any technical questions should be addressed with the assigned Planner who will facilitate any needed communications or meetings with the appropriate city departments.

The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit

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at an expedited pace (approx. 8 business days). In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

4. *Administrative Review (land splits and minor subdivisions w/o ROW)* – Once all staff comments have been addressed, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action. The Director, taking into consideration staff recommendation, will approve, approve with stipulations, deny the request. The documents will then be recorded by the City.
5. *City Council Review (minor subdivisions w/ ROW)* – Once all staff comments have been addressed, the assigned Planner will schedule the request for a City Council meeting and prepare a report describing and evaluating the proposed project and making a recommendation for action. Council at a public meeting, taking into consideration staff recommendation, will approve, approve with stipulations, deny the request. The documents will then be recorded by the City.
6. *Inactive Cases* – All applications need to be actively pursued to a decision. If the City has completed any and all appropriate reviews and no activity has occurred for the continued processing of the application on behalf of the applicant for at least for one hundred eighty (180) days, the application will be considered inactive, deemed to be withdrawn, and the file will be closed. Thirty (30) days prior to the inactive date, staff will notify the applicant in writing of the impending action. The applicant may submit a written request for the application to remain active along with an explanation for the inactivity. The Development Services Director may grant an extension for up to one hundred eighty (180) days for good cause if there is reasonable belief that the application will be actively pursued during the extension period.

**SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** (Complete and signed)
2. **Fee Worksheet with appropriate fee**
3. **Project Narrative** – State the purpose for the minor subdivision or land split, current site conditions, and describe what each parcel will be used for in the future. Include Assessor Parcel Map as exhibit.
4. **Map exhibit and list of property owners within 300' of the subject property** (Affidavit of Mailing to be submitted after Notice of Application is mailed within 15 days of application) – only required for Minor Subdivisions with right-of-way dedication.
5. **Minor Subdivision / Land Split**
  - A. Every subdivision shall conform with the City of Buckeye Development Code, Engineering Standards, and Arizona Revised Statutes, and shall be prepared by or under the direction of an Arizona registered land surveyor.
  - B. The subdivision shall be drawn in permanent ink on non-shrinking material on a sheet of 24 inches by 36 inches proportions, suitable for scanning and electronic recording.
  - C. A Title sheet shall be required as part of the submittal and shall include the following data;
    - 1) The name of the subdivision and its location by number of section, township, range, and county, shown graphically.
    - 2) Name, address and registration number of the Arizona registered land surveyor preparing the plat.
    - 3) Scale, north arrow, legend of symbols abbreviations and line types and date of plat preparation.

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- 4) A certification by the registered land surveyor certifying that the plat is correct and accurate and that the monuments shown have been located as described.
  
- 5) If applicable, a statement of dedication of all streets, alleys, drainage ways, pedestrian ways, and other easements for public use by the person holding title of record, by persons holding title as vendees under land contract and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall sign the plat. Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street rights-of-way.
  - a. Where there are temporary easements, landscaped easements and/or utility easements that are to be vacated (removing any City interest in the easement) they can be shown on the plat and described as such. A roadway right-of-way or easement can be placed on the plat for abandonment only if the requirements of State law are met concurrently with Council approval.
  
  - b. Execution of dedication acknowledged and certified by a notary public.
  
- D. A Boundary sheet shall be required as part of the submittal, drawn to an accurate and legible scale including the following survey data and support documents.
  - 1) Boundaries of the tract to be subdivided will meet the requirements of the Arizona Boundary Survey Minimum standards, fully balanced and closed, with detailed description of controlling monuments, showing all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof, Areas shown, to the square foot, or hundredth of an acre;

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- 2) Existing right of way boundaries of all public streets and alley ways, and easements which affect the property;
- 3) Any excepted parcel within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof;
- 4) Project Horizontal Datum shall conform to the current Maricopa County Geodetic Densification and Cadastral Surveys, with ties to at least two separate section corners or quarter-section corners as shown on the GDaC Surveys;
- 5) Location of all physical encroachments upon the boundaries of the tract;
- 6) Sealed bound report of all materials involved in calculations for the boundary survey, including but not limited to:
  - a. Closure Calculations for perimeter boundary.
  - b. Closure Calculations for lots, easements, right of ways, and tracts.
  - c. Traverse Calculations with date of field survey.
  - d. Preliminary Title Report.
  - e. ALTA Survey
  - f. FEMA Flood Maps
  - g. Copies of pertinent reference documents that were used as a basis for the Survey, including but not limited to:
    - i. Records of Surveys.
    - ii. Warranty Deeds.

- iii. Easement Deeds.
  - iv. Final Plats
- E. Subdivision sheets shall be required as part of the final plat submittal, drawn to 1"=40' scale including the following survey data and support documents.
- 1) Name and right-of-way boundaries of all public streets and alley ways showing:
    - a. Street widths
    - b. Courses and length of all tangent segments. (Courses rounded to 1 second, distances to one hundredth of a foot).
    - c. radii, arc lengths, and central angles of all curvilinear segments.
  - 2) The right-of-way for all proposed drainage ways, as approved by the City of Buckeye, shall be dedicated to the public;
  - 3) Location and all dimensions of all lots;
  - 4) All lots shall be numbered consecutively throughout the plat. "exceptions," "tracts," and "private parks" shall be so designated, lettered, or named and clearly dimensioned;
  - 5) Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated;
  - 6) "Lot", "Private Parks" and "Tract" areas to be shown on the plat; Acres rounded to one hundredth of an acre; Square feet rounded to one square foot. Summary of Areas to be placed on the cover sheet including open space, saleable lots, right of ways and non-saleable tracts and lots.

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- 7) Location of all adjoining subdivisions and un-subdivided properties adjacent to the subdivision, graphically shown, with date, book, and page number of recordation noted, or if unrecorded, so marked;
  - 8) Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat and to each copy submitted; and
- F. All new monuments placed at subdivision corners, easement corners and lot corners, shall conform to the requirements of the Arizona Boundary Survey Minimum standards, including the surveyor's Arizona registration number thereon and shall provide a degree of permanency consistent with that of adjacent terrain and physical features.
- G. Centerline of all Arterial and collector public road rights of ways shall be marked with a brass cap in monument well, according to the Maricopa Association of Governments (MAG) Survey Marker Detail 120-1 Type A. Local public road rights of ways shall be marked with a brass cap in concrete according to (MAG) Survey Marker Detail 120-1 Type B.



**Minor Subdivision – Admin 1<sup>st</sup> Submittal Checklist**

(Please provide original list with formal submittal)

**REQUIRED MATERIALS**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application – 4 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative – 4 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Map Exhibit and mailing list (if applicable) – 1 copy</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minor Subdivision/Land Split – 4 copies (24" x 36")</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital copy of material submitted (1-CD)</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Subsequent Submittals:**

- Submit in kind number of copies of all requested materials to the Development Services Department and one (1) digital copy.

## **DOCUMENT RECORDATION REQUIREMENT CHECKLIST**

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All items listed below must be adhered to or our request to record the document will be rejected by the Maricopa County Recorder's office:

- All customer signatures and dates are required
- All notaries must be stamped, signed and dated
- NO mylars, velums or other transparent style media will be accepted
- Submit for recording on bond paper only
- All documents are to be an **original print** (not a copy) with the original signatures
- All large format prints are to be machine cut at 24 inches by 36 inches
- Documents cannot be folded. If it is a large format, they are to be rolled-no staples.
- All seals must be signed
- All stamps added after the printing of the document must not conflict with any text
- NO signatures shall cause text to be illegible

Submittals that do not meet the requirements listed above, will not be accepted by the City. Applicant will be required to bring their submittal into conformance with the requirements listed above and then resubmit.

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CITY OF BUCKEYE
PLANNING AND ZONING
PROJECT APPLICATION

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: Planner: Case No:

PROPERTY INFORMATION:

Project Name: Associated Cases:
Project Address/Location:
Current Zoning District: Parcel Number(s): Quarter Section:
Request:

CASE TYPE:

- Other: Minor Subdivision/Land Split Preliminary Plat
General Plan Amendment (major/minor) Temporary Use Permit Final Plat
Site Plan Community Master Plan Rezoning
Area Plan Map of Dedication Variance

IMPORTANT NOTE ABOUT PROJECT CONTACT:

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact:
Company:
E-mail: Phone: Fax:
Address: City: State: Zip:

OWNER INFORMATION:

Company:
E-mail:
Phone: Fax:
Address: City: State: Zip:

PROPERTY OWNER AUTHORIZATION

I (property owner) authorize (owner's Agent)
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature Date

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by City of Buckeye as result of the filing of this application.

Owner Signature Date Applicant Signature Date

DEVELOPMENT SERVICES DEPARTMENT

530 EAST MONROE AVE, BUCKEYE AZ 85326 PHONE 623.349.6211 FAX 623.349.6222



**CITY OF BUCKEYE**  
**PLANNING AND ZONING**  
**PROJECT APPLICATION**

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Proposed Property Details:**

Single-Family Residential       Multi-Family Residential       Commercial       Industrial  
 Other: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_

Parcel Size: \_\_\_\_\_

Gross Floor Area/Total Units: \_\_\_\_\_

Floor Area Ratio/Density: \_\_\_\_\_

Parking Required: \_\_\_\_\_

Parking Provided: \_\_\_\_\_

**Setbacks:**

Front \_\_\_\_\_

Rear \_\_\_\_\_

Side \_\_\_\_\_

Side \_\_\_\_\_

Historical Site:     Yes     No

Lot Coverage (%) \_\_\_\_\_

Landscaping (%) \_\_\_\_\_

Open Space (%) \_\_\_\_\_

Existing Condition: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

***Description of Request:***

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**CITY OF BUCKEYE**  
**PLANNING AND ZONING**  
**PROJECT APPLICATION**

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

<i>TO BE COMPLETED BY APPLICANT</i>		<b>CALCULATIONS</b>	<i>TO BE COMPLETED BY CITY</i>
COMMERCIAL	RESIDENTIAL		
		Net Lot Area	
		Gross Lot Area	
		Gross Floor Area Allowed	
		Gross Floor Area Provided	
		Building Volume Allowed	
		Building Volume Provided	
		Number of Units or Lots	
		Density Allowed	
		Density Provided	
		Minimum Lot Size Allowed	
		Minimum Lot Size Provided	
		Building Height Allowed	
		Building Height Provided	
		Net Floor Area	
		Parking Spaces Required	
		Parking Provided On-Site	
		Parking Provided Off-Site	
		Total Parking Provided	
		Open Space Required	
		Open Space Provided	
		Front Open Space Required	
		Front Open Space Provided	
		Parking Lot Landscaping Required	
		Parking Lot Landscaping Provided	

**SET BACKS AND PARKING REQUIREMENTS:**

REQUIRED	PROVIDED	CALCULATIONS	N, S, E, W	REQUIRED	PROVIDED
		Front			
		Rear			
		Left Side			
		Right Side			
		Parking			

**DEVELOPMENT SERVICES DEPARTMENT**

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## Example of "Notice of Application"

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**CASE NUMBER:**

**PROJECT NAME:**

**REQUEST:**

**PROPOSAL:**

**LOCATION:**

**SIZE:**

**APPLICANT / CONTACT PERSON:**

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MAP OF AREA:

(Not to Scale)



An application has been filed with the City of Buckeye Development Services Department regarding the request above. As required by the City of Buckeye Development Code, this Notice of Application is being sent to you because property listed in your name is within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed above. Contact can also be made with the City of Buckeye Planning & Zoning Division at [planningandzoning@buckeyeaz.gov](mailto:planningandzoning@buckeyeaz.gov) or 623-349-6211.

Attachments: Site Plan and Project Narrative

## Affidavit of Mailing Notice

**Case Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant  
Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

In order to assist in providing adequate notice of application for interested parties, the applicant for site plans in the City of Buckeye shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send a notice of application to each said owner no less than fifteen (15) days from the date of application.

I confirm that I secured the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and did send the notice of application to each said owner.

See attached copies of all sent letters and address lists.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_